



CHAPTER 3

RESPONSIBILITIES



Overview

- **Define the commander's role and responsibility**
- **Define the command Equal Opportunity Manager's role and responsibility**
- **Define the Equal Opportunity Representative's role and responsibility**
- **Define the Equal Opportunity Advisor's role and responsibility**



All Commanders will:

- **Publicize, implement, and enforce policy**
- **Promptly investigate complaints**
- **Publish a command EO statement**



Group/Regimental Commanders

- **Designate an officer or SNCO for collateral duty as the Command Equal Opportunity Manager (CEOM)**



Squadron/Battalion Commanders

- **Designate in writing, an Equal Opportunity Representative (EOR)**
 - **Must ensure the candidate is fully capable of dealing with issues that may be sensitive in nature**
 - **Does not create a conflict of interest with other duty assignments**
- **Commands that have sub-units far removed from their major headquarters should consider designating a sub-unit EOR**



Annual EO Data Summary Report

- **Data forwarded by EOR's annually in October to respective EOA**
 - **Snapshot of all CO's / XO's on deck 30 September down to company level**
- **Reference appendix C**



Command EO Manager (CEOM)

- **Monitor EOR assignments**
- **Provide assistance to the EOA in organizing and scheduling commander, senior enlisted and EOR training**
- **Attend quarterly EO sustainment training**
- **Attend EOR Course**



Equal Opportunity Representative (EOR)

- **Assigned for a minimum of one year**
- **Attend EORC and quarterly sustainment training**
- **Assist commanders in:**
 - **Establishing complaint procedures**
 - **Reviewing complaints**
 - **Conducting equal opportunity training**
 - **Conducting a review of command policy**
 - **Assessing the command climate**
- **Do not function as advocate for complainants**
- **Should not conduct inquiries or investigations**
- **Provide advice & information to both the complainant and the commander**



Equal Opportunity Advisor (EOA)

- **Assigned to major Marine Corps commands**
- **Provide assistance and advice on all EO matters**
- **Attend a Resident Course (DEOMI)**



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